027.22
N532bci
1916

Circular of Information Concerning The New York Public Library

New York
Public Library
1916

Printed at The New York Public Library

form p-076 [v-11-16 25m]

CENTRAL BUILDING

THE CENTRAL BUILDING, at Fifth Avenue and 42nd Street, was built by the City to serve as the centre of The New York Public Library system. It contains the administrative offices, the main reference collection of 1,200,000 volumes and pamphlets, a branch for the home circulation of books, a central Children's Room, the Travelling Libraries office, the Library for the Blind, and the Library School.

The main reading room and public catalogue room are open every day in the year, holidays and Sundays; week days from 9 a. m. to 10 p. m., Sundays from 1 to 10 p. m.

The special reading rooms are, in general, open the same hours as the main reading room, except that they are closed on Christmas, New Year's day, and July 4th. The Oriental room and the music

room are closed at 6 p. m. on week days and for the entire day on Sundays. When special reading rooms are closed the books shelved there may be consulted in the main reading room. Administrative offices are usually open from 9 a. m. to 5 p. m. on week days. Full information is given in the Central Building Guide.

Books in the Central Building may not be taken out of the building, except those properly charged in the Central Circulation Room, Children's Room, and Library for the Blind.

BRANCH LIBRARIES

THE circulation system of The New York Public Library covers the Boroughs of Manhattan, The Bronx, and Richmond. In these Boroughs are forty-four branch libraries for the circulation of books for home use. The branches, with the exception of the one in the Central Build-

ing, are maintained by the City. Thirty-seven buildings were erected with funds given by Mr. Andrew Carnegie. The branch collections number from ten to thirty thousand books, the total amounting to over one million volumes.

The branch libraries are operated by the Circulation Department of The New York Public Library. Each branch maintains an adult department with a collection of books for circulation among adult readers, a juvenile department with a collection of books for the special use of children, and a reading room in which are kept current magazines, reference books, and in many cases daily newspapers.

All branches are open every week day from 9 a. m. to 9 p. m., for the circulation of books.

"The Branch Library News" is a monthly magazine containing lists of new books and matter of interest to all users of the library. Copies may be obtained free at any branch.

HOW TO USE THE CIRCULATION DEPARTMENT

The New York Public Library is free to all persons having a home or business address in any of the boroughs of the city of New York. A library card will be issued upon application at any Branch Library. This card is good at any branch for a period of three years, and must always be presented when taking out, renewing or returning a book.

If a card is lost, immediate notice must be given at the library, as one week must elapse before a new one may be issued.

Adults may borrow at one time six volumes (only one of which shall be a new and popular book) and a current magazine.

Unless otherwise noted in each volume, books may be retained two weeks, with privilege of renewal for a second period of two weeks. For books

kept over time a fine of one cent for each day is imposed. If not returned within a reasonable time, they will be sent for at the expense of the borrower.

Books may be renewed by mail or telephone, if the date when borrowed, the number of the book, and the number of the borrower's card are given.

Books in the collection of any branch are available for circulation through any other branch. Two electric wagons make daily deliveries at all branches in Manhattan and The Bronx.

All books (excepting fiction) are arranged on the shelves according to subject.

At each branch is kept a card catalogue in which are listed alphabetically, by author, title, and subject, the books on the shelves. A catalogue of all the books in the circulation department is open to the public on week days from 9 a. m. to 5 p. m. in room 100, Central Building.

Library assistants are always ready to explain the catalogue or the classification.

LIST OF BRANCH LIBRARIES †

MANHATTAN

CHATHAM SQUARE.* 33 E. Broadway.
SEWARD PARK.* 192 E. Broadway.
RIVINGTON STREET.* 61.
HAMILTON FISH PARK.* 388 E. Houston St.
HUDSON PARK.* 66 Leroy St.
BOND STREET, 49. Near the Bowery.
OTTENDORFER. 135 Second Ave. Near 8th St.
TOMPKINS SQUARE.* 331 E. 10th St.
JACKSON SQUARE. 251 W. 13th St.
EPIPHANY.* 228 E. 23rd St.
MUHLENBERG.* 209 W. 23rd St.
ST. GABRIEL'S PARK.* 303 E. 36th St.
40TH STREET,* 457 West.
CENTRAL CIRCULATION. 42nd St. and Fifth Ave.
CATHEDRAL, 123 E. 50th St.
COLUMBUS.* 742 10th Ave. Near 51st St.
58TH STREET,* 121 East.
67TH STREET,* 328 East.
RIVERSIDE.* 190 Amsterdam Ave. Near 69th St.
WEBSTER.* 1465 Ave. A. Near 78th St.
YORKVILLE.* 222 E. 79th St.
ST. AGNES.* 444 Amsterdam Ave. Near 81st St.
96TH STREET,* 112 East.
BLOOMINGDALE. 206 W. 100th St.
AGUILAR.* 174 E. 110th St.
115TH STREET,* 203 West.
HARLEM LIBRARY.* 9 W. 124th St.
125TH STREET,* 224 East.
GEORGE BRUCE. 78 Manhattan St.
135TH STREET,* 103 West.
HAMILTON GRANGE.* 503 W. 145th St.
WASHINGTON HEIGHTS.* 1000 St. Nicholas Ave. Corner of 160th St.
FORT WASHINGTON.* 535 W. 179th St.

THE BRONX

MOTT HAVEN.* 321 E. 140th St.
WOODSTOCK.* 759 E. 160th St.
MELROSE.* 910 Morris Ave. Corner of 162nd St.
HIGH BRIDGE.* 78 W. 168th St.
MORRISANIA.* 610 E. 169th St.
TREMONT.* 1866 Washington Ave. Corner of 176th St.
KINGSBRIDGE.* 3041 Kingsbridge Ave. Near 230th St.

RICHMOND

ST. GEORGE.* 5 Central Ave. Tompkinsville P. O.
PORT RICHMOND.* 75 Bennett St.
STAPLETON.* 132 Canal St.
TOTTENVILLE.* 7430 Amboy Road.

---

† The arrangement of branches is from south to north in Manhattan and The Bronx.

* Occupying Carnegie Buildings.